The leading legal information management solution

WorkSite is the gold standard for intelligent document management in the legal industry. It is used today by 77% of the Global 100 law firms, 80% of the Am Law 100 and more than 2000 law firms and professional services organizations globally. WorkSite is a next generation solution that manages all matter content and makes it accessible from any device or access point, including desktops and laptops, the internet and mobile devices. Users can also share work-product securely with clients via extranets. WorkSite allows firms to implement working practices consistent with their policies and vision while promoting collaboration across distributed teams and clients, ultimately improving profitability and client service.

WorkSite is exceptionally easy to use, deploys across organizations within weeks and requires only minimal training for a lower total cost of ownership and rapid return on investment. Firms and their clients benefit from the intuitive WorkSite interfaces and unified workspace view of each matter, facilitating better, faster and more accurate client service while building client loyalty. Rather than relying on email to share and version documents, WorkSite provides a common location that mitigates the risks associated with maintaining copies of pertinent emails in distributed mailboxes throughout the organization. Firms are able to cross-sell services, increase revenues and build stronger, more profitable client relationships by providing both lawyers and clients a secure, personalized, integrated access point to all matter content.

Leveraging advanced search technology of IDOL

Powered by HP Autonomy’s Intelligent Data Operation Layer (IDOL), WorkSite elegantly streamlines the interactions between law firms and their clients with the most advanced and most scalable approach to legal information management. IDOL harnesses the complete richness of human information by extracting meaning from the mass of unstructured information, which analysts estimate constitutes over 90% of all enterprise data, and includes email, blogs, IMs, audio and videos.

Like other products in HP Autonomy’s Meaning Based Governance platform, WorkSite utilizes the intelligence of IDOL and its full array of information processing capabilities, including metadata searching, file type analysis, date ranges, keyword searching and concept analysis. Users can find any matter or document across the firm in seconds using convenient and powerful search capabilities. IDOL search allows users to easily find and leverage firm expertise and matter knowledge as well as quickly respond to client needs.
IDOL enables WorkSite to leverage managed content and locate relevant information instantly, providing fast and intuitive access to content through either Express Search or WorkSite Miner. Express Search provides easy access to all WorkSite content with a fast, natural-language, stand-alone, secure search tool. WorkSite Miner enables users to explore groups of content returned from a query to better understand email threads, historical decision processes, or other key categorizations. These tools are dynamic, allowing users to quickly cull through large numbers of documents.

The IDOL platform is massively scalable and highly secure, with the largest on-site installation exceeding 10 billion documents. Additionally, IDOL is language independent and can search virtually all of the data across the enterprise, supporting over a thousand ESI formats, giving WorkSite an unprecedented ability to find, classify and manage virtually any type of information found in the enterprise.

“HP Autonomy offers the most comprehensive suite of information management applications for the legal market all on a common platform. With over a decade of experience working with law firms, HP Autonomy understands how lawyers interact with content and uniquely addresses their needs to find, manage and process large volumes of information quickly and intuitively.”

—John Malpas, Editor in Chief, Legal Week

Robust document management

WorkSite provides essential document management features, tracks document versions from initial draft to final form, maintains audit trails and logs, and manages email and other electronically stored information (ESI). Electronic files managed by WorkSite are accessed through familiar solution interfaces, such as Microsoft Office and Microsoft Outlook, or even from a Web browser, iPad® or Blackberry®. The check-in and check-out functionality ensures version control and helps to maintain a complete audit trail.

WorkSite assures user adoption through an advanced, easy to use filing system, overcoming the largest barrier to effective information management. Electronic files are organized into matter files called workspaces, the electronic equivalent of an expandable file folder. Automated classification eliminates the need for users to fill out tedious profile forms and classify each document. The workspace can be modeled closely to the physical document storage paradigm so that users can easily understand the organizational structure. By virtually eliminating the manual processes that have created user resistance and hindered organization-wide adoption with legacy systems, WorkSite provides a quantum leap forward in usability, adoption and automation.

Core document management features:

- **Security** – manage security and apply ethical walls so that users have access to only the information that they are permitted to view
- **Check-in/Check-Out** – maintain a clear reservation process to avoid document edit conflicts
- **Version Control** – document updates to historical versions can be referenced and searched
- **Audit Trails** – track all changes to the document and profile metadata, as well as user access to the document
- **Categorization** – build easily navigated folder structures and categories for users to browse matter content and knowledge stores
- **Scalability** – grow libraries into the petabytes and deliver centralized access to practice teams spread across the globe
WorkSite’s workspaces maintain metadata, provide for user-configurable subfolders for correspondence, pleadings, depositions, and other matter-specific items, and include security controls to maintain ethical walls. WorkSite manages all electronic and paper documents, including email, voice, video and scanned images, with the ability to analyze and view more than 1,000 file types through the advanced functionality of IDOL. WorkSite streamlines document filing, eliminating the need for manually created document profile forms. In addition, items stored in WorkSite automatically inherit security and metadata (client number, matter number, document class, etc.) from the folder where they are filed, resulting in more accurate categorization and search results, and more productive attorneys and staff.

Email management
In addition to robust document management, WorkSite’s email management tools give the firm the ability to implement policies that capture all relevant email as part of the electronic matter file. With the ability to manage both Microsoft Exchange and Lotus Notes®, users can file and access matter-related correspondence directly from the inbox. The automated tagging function enables related email to be filed to the same WorkSite location without manual effort, and IDOL’s robust analytics learns from users’ past filing actions to suggest filing locations and decrease errors.

Powerful organization tools
WorkSite provides powerful tools to keep an attorney’s ever-increasing matter workload organized, making it easy to move, copy or create shortcuts to documents, email and folders. Current matters appear in a single “My Matters” list which can be updated automatically to include an attorney’s new work during the matter opening process. The easy access to workspaces avoids drilling through deep hierarchical folder structures that legacy solutions require.

Extranets
WorkSite extranets enable information about the matter to be securely communicated with the client, co-counsel, expert witnesses, and other parties through a web browser. This helps to improve client service and increase repetitive engagements, while providing the client with 24x7 access to content. WorkSite Web and WorkSite for SharePoint® are specifically designed to overcome the challenges of securely sharing business content without the need to replicate content for publishing. Each member of the extended enterprise will have a secure, consolidated view of business content, all while maintaining the requisite document and data security.

Intuitive interfaces
iManage WorkSite delivers intuitive user access from anywhere, providing multiple ways for users to access the system in the manner that best addresses individual style and needs. Firms and clients benefit from the intuitive interfaces and unified workspace view for better, faster and more accurate client service.

WorkSite OffSite is designed for mobile users that are often not connected to a network, and provides the same familiar environment as FileSite and DeskSite. OffSite automatically synchronizes new and updated documents with WorkSite when users reconnect to the network.

WorkSite Mobility allows users to browse and search files from either an iPad, iPhone® or a Blackberry device, using an integrated WorkSite client, or other platforms, such as Windows® Mobile, or DROID® using a mobile browser.
WorkSite Web overcomes the challenges of securely sharing business content with staff, clients, and partner organizations. The scalable solution removes the need to replicate content for publishing and significantly enhances access to critical business information. This is accomplished through secure and configurable web access to internal and shared business content from a unified web component architecture.

WorkSite for SharePoint adds the security, scalability, and lifecycle management of WorkSite to SharePoint. Using a single user interface, this solution enables proper storage and retention management through seamless integration to an existing SharePoint deployment.

**Product highlights**

**Robust Document Management**
Manage documents, case files, and email; ensure that ethical walls are maintained with IDOL’s unmatched security. WorkSite’s workspaces allow users to maintain electronic documents easily, as well as maintain a comprehensive audit for regulatory, legal or operational purposes.

**Unparalleled Information Access**
With the ability to connect to more than 400 repositories and support more than 1,000 file types, WorkSite offers unparalleled information access. Autonomy iManage permits more than 1,400 law firms to connect seamlessly with the data inside more than 20,000 corporations.

**Powerful IDOL Automation & Search**
Powered by IDOL, WorkSite automates document classification to spur user adoption while providing accurate, secure, and fast search.

**Powerful Offline Capabilities**
For the travelling professional, WorkSite provides the industry’s most powerful offline capabilities, enabling users to seamlessly take documents offline and stay productive while disconnected from the network.

**Unmatched Scalability and Security**
WorkSite has petabyte scalability and the ability to control system functionality and content access at the object level based on user, group or role. This ensures that WorkSite will grow with business needs and that sensitive information remains in the hands of authorized users.

**Robust reliable platform that adapts to your business**
Performance and reliability are critical for document management, and IDOL provides WorkSite with the most scalable and resilient platform. Servers can be clustered and load balanced to ensure optimal performance, fault tolerance, high availability and business continuity. Information is easily and seamlessly shared across geographically distributed sites, and the easy-to-manage and flexible architecture allows WorkSite to be deployed in organizations ranging from fewer than ten people to those with thousands of people and tens of millions of documents distributed worldwide.

**About HP Autonomy**
HP Autonomy is a global leader in software that processes human information, or unstructured data, including social media, email, video, audio, text and web pages, etc. Autonomy’s powerful management and analytic tools for structured information together with its ability to extract meaning in real time from all forms of information, regardless of format, is a powerful tool for companies seeking to get the most out of their data. Autonomy’s product portfolio helps power companies through enterprise search analytics, business process management and OEM operations. Autonomy also offers information governance solutions in areas such as eDiscovery, content management and compliance, as well as marketing solutions that help companies grow revenue, such as web content management, online marketing optimization and rich media management.

Please visit autonomy.com to find out more.